

Notice to Court Requesting Continuance of Hearing on Motion

This process shows the steps to create a text only entry on the ECF docket to notify chambers and parties that a continuance of a hearing is being requested. It eliminates the need to e-mail or telephone a judge's chambers. (Exception: Continuances of all hearings before Judge Steiner must be done by telephoning chambers.) All parties must agree to the continuance prior to the moving party docketing the event.

An e-mail confirmation will be sent to parties of interest after the notice has been e-filed. The e-mail confirmation will include the date and time of the hearing. The hearing may be the date requested or it may be one provided by the court.

A Notice of Amended/Continued Hearing should not be docketed when a Notice to Court Requesting Continuance of Hearing on Motion has been or will be filed. The court does not require both.

STEP 1 Click the [Bankruptcy](#) hypertext link on the CM/ECF Main Menu Bar. (See Figure 1)



Figure 1

- ☐ Select the [Confirm/Strike/Continue Hrg](#) hypertext link.

STEP 2 The **CASE NUMBER** screen displays.

- ☐ Insert the case number using the yy-nnnn format.
- ☐ Click the **[Submit]** button.

STEP 3 The **Confirm/Strike/Continue Hearing** screen displays.

- ☐ Select the **Notice to Court Requesting Continuance of Hearing on Motion (no PDF)** event.
- ☐ Click the **[Submit]** button.

STEP 4 The **PARTY SELECTION** screen displays.

- ☐ Select the filing party from the list of filers.
- ☐ Click the **[Submit]** button.

STEP 5 The **DOCUMENT LINKING** screen displays.

- ☐ Click the checkbox to select the appropriate motion AND each checkbox for ALL applicable events.

NOTE: An applicable event would be any event that sets the hearing, including an objection. Selecting all applicable entries is **CRITICAL** to the matter displaying on the judge's calendar.

- ☐ Click the **[Submit]** button.

STEP 6 The **HEARING CONFIRMATION** screen displays.

- ☐ Enter the *currently* scheduled hearing date and time.
- ☐ Enter the *requested* date and time for hearing.
- ☐ Click the **[Submit]** button.
- ☐ Click the **[Submit]** button.

STEP 7 The **FINAL TEXT** screen displays.

- ☐ Review the Docket text for accuracy.
- ☐ Use the [Back](#) button, if necessary, to return to previous screens to make corrections.
- Clicking the **Bankruptcy** menu option prior to the final **[Submit]** aborts the transaction and allows you to begin again.
- ☐ If, after review, the information is correct, click on the **[Submit]** button.

STEP 8 The **NOTICE OF ELECTRONIC FILING** screen displays.

- ☐ Click the **Print** icon on the browser to print the notice. *(Optional)*.
- ☐ Click **File** on the browser button and choose **Save Frame** to save a copy of the notice for your records.

➤ Review the Calendar Events Report to verify the entry.

STEP 9 Click the [Reports](#) hypertext link on the CM/ECF Main Menu Bar.

- ☐ Select the [Calendar Events](#) hypertext link.
- ☐ The **Calendar Events** screen displays.
 - Enter the appropriate case number using the yy-nnnnn format.
 - Enter the scheduled hearing date in the **Set** fields.
 - Click the **Notice to Court Requesting Continuance of Hearing on Motion (no PDF)** radio button.
 - Click **[Run Report]**.
- ☐ The **Calendar Reports** screen displays